

NOTE FROM EXDIR:

Harry - thank you and your people. There are
lots of thoughtful and sensible things underway;
each will help make this a better place to work
and live.



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cc: DDS&T

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DDA 85-0024/33

MEMORANDUM FOR: Executive Director

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Excellence Suggestions

REFERENCE: Memo for EXDIR fm DDA, dtd 29 January 1985, Same Subject
(DDA-85-0024/22)

1. In January 1985 the Directorate of Administration (DA) prepared a response to suggestions on Excellence submitted by the Deputy Director for Science and Technology (DDS&T). These suggestions were imaginative observations relevant to the entire Agency community and covered a wide range of administrative issues. Although a portion of the items forwarded for evaluation already had some form of DA action underway, many of the DDS&T concepts required further research. Consequently, DA Offices were tasked to follow up as appropriate. I would like to take this opportunity to inform you of these follow-ups and illustrate additional accomplishments relative to the 12 topics originally submitted for consideration.

o Senior Secretarial Service: A working group was established by the Executive Director (EXDIR) to develop an action plan by September 1985 to improve the secretarial occupation. The suggestion that there be a senior secretarial service has been reviewed by the Position Management and Compensation Division (PMCD) which developed draft plans for such a service. The EXDIR's working group will explore creation of a senior secretarial service in the context of its broader deliberations on the secretarial occupation.

o Donation of Annual Leave: Discussions on this subject with several local county governments provided the Office of Personnel (OP) with some interesting variations on leave administration which would be feasible only if changes were made in the statute covering Agency leave administration. In discussing the subject with the Office of Personnel Management (OPM) to see whether they were considering any proposals along the same lines, we found that they were actually going in the other direction. OPM is currently considering several regulatory issuances

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25X1 which would place more severe restrictions on leave administrations on agencies under their cognizance. We will continue to monitor the donation of the annual leave subject and, when the time is appropriate, we may pursue legislative changes or may take other suitable initiatives in this area.

25X1 ° SIS Benefits: We believe that the best solution to SIS management problems is to continue to seek the needed increases in Agency SIS ceiling. In May 1985, approval was received from the Office of Management and Budget (OMB) for a revised SIS ceiling of [] an increase of [] ceiling for FY 1985. We will continue to aggressively seek OMB approval of appropriate increases in the Agency SIS ceiling for FY 1986.

25X1 ° Revision of Time and Attendance Reporting: In addition to the exception reporting considerations currently being studied for inclusion in the new automated payroll program, the Office of Information Technology (OIT) is currently engaged in the development of an interim electronic reporting system which can be used as a test-bed for further refinement of the process. As presently envisaged, time and attendance information would be keyed into a terminal located in the reporting component and electronically transmitted into the payroll system. The system would then compile the information into paper report form for the component. This hard-copy report would permit the required approvals for leave, overtime, etc., and provide a permanent leave and work record which is required under GAO standards. Whether such a process represents the final system configuration to be incorporated into the new payroll program will be determined by the outcome of preliminary testing and further developmental effort.

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° Control of Unclassified Material: Continuing to be aware of the usefulness of family-related Employee Bulletins, the Office of Information Services (OIS) has been working with initiators to publish as

many bulletins as possible that are unclassified and without control markings. So far in 1985 we have managed to publish about 20 percent of our Employee Bulletins in such format. Reasons for placing controls on seemingly innocuous publications continue to be based on a multitude of considerations. However, we make every effort to ensure that information published in Employee Bulletins is available to spouses and family members to the greatest extent possible. The "Administrative-Internal Use Only" control is reserved only for cases in which senior management deems that control is required. Within this framework we are committed to pursue the spirit of this suggestion whenever possible.

° Employee Suggestions: We continue to seek the cooperation of senior management in the prompt evaluation of employee suggestions, and our Awards Branch has accelerated and intensified its follow-up procedures with those charged with evaluating employee suggestions in the Directorates. In addition, we continue to send to the Deputy Directors quarterly reports on the status of suggestions that are pending review in their respective Directorates.

2. I believe the above examples illustrate the individual effort DA Offices have expended in lending themselves to the spirit and concept of "Excellence." New and better ways of providing administrative support are continuously being evaluated and thought-provoking suggestions or recommendations such as those submitted by the DDS&T are always welcome. Whether it be under the term excellence, quality, superiority or merit, I am particularly proud of the Offices' achievements in recent months. Their follow-up comments on these specific issues indicate the ability to do a job well and the desire to do it better. If required, I will be happy to discuss in further detail any of the comments on the topics contained above.



Harry E. Fitzwater

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